CLASSIFICATION STANDARD OPERATING PROCEDURE SUBMITTING A CLASSIFICATION REQUEST - ORD

SOP CSSU-008

Classification Shared Service Unit (CSSU)

Signatory Authority

Director, Human Resources Operations Office (HROO) CSSU

Responsible Owner:

Deputy Director, CSSU

Functional Area(s): Classification

> Effective Date: August 10, 2023

Recertification Date: August 31, 2028

1. PURPOSE AND AUTHORITY

a. The purpose of this standard operating procedure (SOP) is to establish procedures for submitting a classification request for Office of Research and Development (ORD) field activities. This SOP must be followed by supervisors and support staff who submit classification requests.

b. Authority to classify positions under the General Schedule (5 USC 51) and Federal Wage System (5 USC 53) is delegated (i.e., Delegated Classification Authority (DCA)) as indicated in Part I.3. of VA Handbook 5003.

2. PROCEDURES

a. <u>Submitting a Classification Request in Light Electronic Action Framework</u> (LEAF). See Appendix A.

b. Returning a Classification Request in LEAF. See Appendix B.

3. RESPONSIBILITIES

a. <u>Office of Research and Development (ORD) Supervisor, management</u> <u>official or representative/designee.</u> Responsible for submitting all necessary materials with classification requests in the Classification LEAF system for position classification review.

b. <u>**HROO CSSU staff.**</u> Responsible for assigning Classification LEAF requests for position classification action (e.g., reviews, evaluations, documentation).

4. DEFINITIONS

a. <u>Classification Light Electronic Action Framework (LEAF).</u> The automated classification workload system used to submit classification requests.

b. <u>Pen and Ink Changes.</u> Non-substantive changes to an existing PD that do not materially affect the grade-controlling major duties, qualifications, Official Title, Pay Plan/System, Occupational Series, Grade and/or other related elements of a position.

c. **Position Descriptions (PDs).** The official documentation of management's assignment of duties, level of responsibilities, and supervisory relationships within a position classified based on OPM and other (e.g., Agency) applicable guidelines such as laws, regulations, policies, standards, and directives.

d. **<u>Redescription</u>**. Substantive changes to an existing PD that materially affect the grade-controlling major duties, qualifications, Official Title, Pay Plan/System, Occupational Series, Grade and/or other related elements of a position.

5. REFERENCES

- a. 5 USC Chapter 51 (Classification)
- b. 5 USC Chapter 53 (Prevailing Rate Systems)

c. <u>VA Handbook 5003 (Position Classification, Job Grading, and Position</u> <u>Management)</u>

- d. Classification LEAF site: WMC-HROO Classification SSU | (va.gov)
- e. VHA Classification SOP, 05-Classification-001

6. REVIEW AND RECERTIFICATION

SOPs must be reviewed upon recertification or when there are changes to the governing documents, systems, or organization, whichever occurs earlier. Authors will be required to review existing SOPs or policies two years following the latest signature date. Recertification (review and approval by Signatory Authority) will be required five years following the latest signature date.

7. SIGNATORY AUTHORITY

JON DEMOREST for Adam D. Mann

Digitally signed by JON DEMOREST Date: 2023.08.10 14:09:04 -04'00'

for Adam D. Mann Director, HROO CSSU

Date Approved: August 10, 2023 Review Date: August 31, 2025 Recertification Date: August 31, 2028 Appendices: <u>Appendix A: ORD Submitting a Classification Request in Leaf</u> <u>Appendix B: Returning a Classification Request in Leaf</u>

ORD SUBMITTING A CLASSIFICATION REQUEST IN LEAF

1. Go to the Classification Light Electronic Action Framework (LEAF) site at:

https://leaf.va.gov/NATIONAL/742/HR/.

2. Select "New Request: Start a new request" by clicking on it once with your mouse.



3. On the landing page you will see your name and telephone number already populated as it appears in the Global Address List on the left-hand side. Select "FIELD ORD USE ONLY" on the right-hand side and then "Click here to Proceed" to go to the next screen.

WMC-HROO-Classification SSU	Do not enter PHI/PII. Welcome, Rebecca Godfrey! Sign out Main Page Image: Admin Panel Resource Request
Welcome, Rebecca Godfrey , to the request website. After clicking "proceed", you will be presented with a series of request related questions. Incomple to print the submission. PLEASE ENSURE YOU ARE SELECTING THE CURRENT DIRECTORATE AND STATION	ete requests may result in delays. Upon completion of the request, you will be given an opportunity
Step 1 - General Information Contact Info Rebecca Godfrey	Step 2 - Select type of request 1-MAIN FORM - VHACO USE ONLY 2-FIELD ORD USE ONLY 3-WSS/RB OFFICE USE ONLY
	4-PERSONNEL SECURITY ONLY 5-HROO Recruitment and Staffing SSU USE ONLY Click here to Proceed

4. Begin filling out the form fields. Required fields will show * Required

Form completion progress:			Next Question
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Contact/Organizational Information & Position Description Action Type			
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(14) Discovery, Education and Affiliate Networks (DEAN)		•	
Program Office * Required			
(14RDF) Research and Development Field		•	
Section Within Program Office			
Duty Station Code * Required			
523 - Boston HCS	×	*	
Is Position Telework Eligible * Required			
No	×	•	
Funding Source * Required			
Research Funded Position 0161	×	•	
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Type your name in the "Point of Contact" box.

Point of Contact (First & Last Name)

Q

Use the free text box to enter any comments you would like the CSSU Team to see.

Details of the Request/Comments/Questions(Number of FTEE, Is This Position Permanent, Temporary, or Intermittent?)

Details of the request; background information about the position; number of FTEE; HRSmart PN(s); permanent, temporary, or intermittent; supervisory/nonsupervisory. Any other information that is important to the position.

formatting options

5. Choose the files to upload to the request. Documents will include an Org Chart, PD in MS Word, OF-8, Current PD, Completed Panel Forms (4670 If Applicable), ORD/CSP Approval Message, Subordinate Staff Position Descriptions if Supervisory, and Additional Items As Needed. Then click the Next Question link to go to the next page.

Attach Documents Here(Org Chart, PD in MS Word, OF-8, Current PD, Compl If Applicable, ORD Approval If Applicable, Subordinate Staff Position Desc Additional Items As Needed)	
File Attachment(s)	
Select File to attach: Choose File No file chosen	
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Completed Request(Classification Use Only)	
Select File to attach: Choose File No file chosen	
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Previous Question	Next Question

6. Submit your request by clicking the "Submit Request" button.

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							VA Light Electronic Action Framework Version 4.0.0 rPUBLIC

7. You will then receive a confirmation email reflecting that your classification request was submitted.

RETURNING A CLASSIFICATION REQUEST IN LEAF

 When additional information is needed (e.g., a draft proposed PD needs be revisions), the Classification LEAF request will be returned to the initiator of the request. The initiator will receive an email from the LEAF system noting the details of what is needed. Please click the hyperlink in the email to be returned to the LEAF request. NOTE: Only the initiator will be able to make revisions; if a change to the initiator is needed, please contact Classification to effect that change.



2. You will then be returned to your Classification LEAF request. Click the small notebook with the pencil icon in the top right-hand corner of the section to make edits to the Classification LEAF request.

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			Re-Submit Request			View History
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Contact/Organizational Information & Position	Description Action Type				2	Cancel Request
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				<pre>@ PD in Word.docx @ WSS (MMO) Approval.pc</pre>	<u>if</u>	Internal Use Main Request Classification Use Only
						Administrative Tools
						Change Form(s)
						Security Permissions

3. An editable page will pop-up for making any necessary revisions.

				OF-8 was not signed in block 20a by the position's supervisor. Please obtain that
Name		Location	Contact	signature, reattach the
Zahn, Jessica R. HR Specialist (Classification)	WMC, HROD	(106A6) - Classification SSU	Email: Jessica.Zahn@va.gov Phone: 785-350-1831	document to this request, and return this LEAF request to Classification. Thank you.
Point of Contact Telephone Number/Extension				Internal Use
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Demorest, Jon P. Supervisory Human Resources Specialist	(Classification)	WMC, HROO (106A6) - Classificat	ion SSU Email: Jon.Demorest@va.gov Phone: (269) 213-7019	Schange Initiator
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Attach Documents Here(Org Chart, PD in MS W	ord, OF-8, Current F	D, WSS(MMO) Forms If Applie	cable & Additional Items As Needed)	
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WSS (MMO) Approval.pdf		[Delete]		
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4. Save changes by clicking "Save Change" at the top righthand corner of the pop-up page.

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					Internal Use Main Request
	Supervisor				Classification Use Only
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	Name	Location	Contact		
	Demorest, Jon P. Supervisory Human Resources Specialist (Classification)	MC, HROO (106A6) - Classification SSU	Email: Jon.Demorest@va.gov Phone: (269) 213-7019		Change Form(s)
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	Five FTEE, permanent position				You have read access
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5. You will then be directed back to the request. Click the "Re-Submit Request" button in the top center of the screen.

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